



Convention on Biological Diversity

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OPEN-ENDED AD HOC INTERGOVERNMENTAL COMMITTEE FOR THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM THEIR UTILIZATION

Third meeting

Pyeongchang, Republic of Korea, 24-28 February 2014

INFORMATION NOTE FOR PARTICIPANTS

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1. CAPACITY-BUILDING WORKSHOP ON THE ACCESS AND BENEFIT-SHARING CLEARING-HOUSE

The Capacity-building workshop aims to facilitate participation in the pilot phase of the ABS Clearing-House and will be held at the Alpensia Convention Center, Pyeongchang, Republic of Korea on Sunday, 23 February 2014. The workshop will run from 10:00 a.m. to 5:00 p.m. Further information regarding the capacity-building workshop will be communicated to Parties shortly and made available on the ICNP-3 meeting web page at: <http://www.cbd.int/doc/?meeting=ICNP-03>.

Registration will take place at the venue of the meeting at 8:00 a.m. on the same day.

2. OFFICIAL OPENING

The official opening for the Third Meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol on ABS (ICNP-3) will take place at **10:00 a.m. Monday, 24 February 2014**. The formal sessions of the meeting will be held daily from Monday, 24 February 2014 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A reception hosted by the Government of the Republic of Korea will be held on 24 February 2014 at 6:30 p.m.

For more information on the programme of work, please refer to the annotated provisional agenda, which is posted on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=ICNP-03>.

3. VENUE

The ICNP-3 meeting will be held at:

Alpensia Convention Center
Solbong-ro 325, Daegwallyeong-myeon, Pyeongchang-gun
Gangwon-do, Republic of Korea 232-952
Tel: +82-33-339-0000

4. PRE-REGISTRATION

4.1 CONTRACTING PARTIES

Designation of representatives to attend the meeting should be submitted through an official letter addressed to the Executive Secretary at the address listed below. The letter should indicate the names, titles and contacts of delegates wishing to attend the meeting and should be sent, as soon as possible, preferably by 10 January 2014. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

Mr. Bráulio Ferreira de Souza Dias
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street West, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

This will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

4.2 OBSERVERS

4.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 4.1 above.

4.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 4.1 above.

4.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to COP decision IX/29 (Annex) if a body or agency was not represented at the Ninth Meeting of the Conference of the Parties (Bonn, 2008) the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

The pre-registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the ICNP-3 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

5. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at **the Alpensia Convention Center** from **Saturday, 22 February onward, from 8:00 a.m. to 6:00 p.m.**

Badges will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the nomination letters referred to under heading 4 above.

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

6. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed within the meeting venue.

Meeting rooms are available for all groups from 10:00 a.m. to 6:00 p.m. on Saturday, 22 February 2014 and Sunday, 23 February 2014, and continuing from 24 February everyday **from 8:00 a.m. to 9:45 a.m.** For any other use outside these time slots, the access to the meeting rooms needs to be confirmed, on a daily basis, with Paulo Tagliari (Paulo.tagliari@cbd.int) or Lisa Pedicelli (lisa.pedicelli@cbd.int). Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int).

7. DOCUMENTS



In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, please note the following initiatives in document production.

Pre-session

Pre-session documents in all languages and information documents can be retrieved from the Secretariat's web site: <http://www.cbd.int/icnp3/preession/>. Please note that these documents will not be printed on site and delegates are kindly requested to bring their own copies as necessary.

In-session

In-session documents in all languages will be posted at the following link: <http://www.cbd.int/icnp3/insession/>. Please note that the number of printed hard copies will be limited.

8. VISA AND HEALTH REQUIREMENTS



8.1 VISA REQUIREMENTS

Participants requiring an entry visa to the Republic of Korea are strongly advised to contact the nearest Korean diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures can be found on the web site of the Ministry of Foreign Affairs of the Republic of Korea at: http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10.

The visa application form can be found at: <http://www.mofat.go.kr/english/visa/images/res/visakorean.pdf>

A list of relevant Korean diplomatic/consular missions abroad, is available on the same web site at: <http://www.mofa.go.kr/ENG/main/index.jsp>.

To facilitate the issuance of visas, the Secretariat will issue visa assistance letters to be attached to the visa applications.

8.2 HEALTH REQUIREMENTS

The International travel, health and vaccination requirements for travel to the Republic of Korea can be obtained from the World Health Organization (WHO) web site at: http://www.who.int/ith/chapters/ith2012en_countrylist.pdf.

Malaria risk exists in the northern areas of Gangwon-do and Gyeonggi-do Provinces and Incheon city towards the demilitarized zone.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

9. HOTEL INFORMATION

Participants are kindly reminded that they have to make their own hotel reservations. Please reserve rooms as early as possible as it is high season for skiing in the area and hotel rooms may be difficult to find.

Hotel reservations are arranged by the Housing Bureau, Kim's Travel Service Co., Ltd. Please complete Annex D (hotel reservation form) and e-mail it directly to the Housing Bureau (convention05@kimstravel.com) or send by fax (+82-2-571-9921). The list of recommended hotels is provided below.

HOTELS General information on hotels, reservations to be made through Kim's Travel Service	Room rates (details are in Annex D below)	Distance to the meeting venue
1. Alpensia Intercontinental Resort Solbong-ro 325, Daegwallyeong-myeon, Pyeongchang-gun, Gangwon-do Republic of Korea 232-952 Tel : +82-33-339-0000 / Fax : +82-33-339-1304 Web site: www.alpensiaresort.co.kr/ EnHousHotelIntro.gdc	Standard (1 double/twin bed) KRW 196,900 (Approx. USD 186) - Standard Double(1 king bed) - Standard Twin (2 twin beds)	10 min on foot
2. Alpensia Holiday-Inn Resort Solbong-ro 325, Daegwallyeong-myeon, Pyeongchang-gun, Gangwon-do Republic of Korea 232-952 Tel : +82-33-339-0000 / Fax : +82-33-339-1304 Web site: www.alpensiaresort.co.kr/ EnHousResortIntro.gdc	Standard (double/twin) KRW 181,500(Approx. USD 171.63) - Standard Double(1 queen bed) - Standard Twin (2 twin beds)	5 min on foot
3. Alpensia Holiday-Inn Suites Solbong-ro 325, Daegwallyeong-myeon, Pyeongchang-gun, Gangwon-do Republic of Korea 232-952 Tel : +82-33-339-0000 / Fax : +82-33-339-1304 Web site: www.alpensiaresort.co.kr/ EnHousSweetIntro.gdc	Standard (Ondol room) KRW 165,000 (Approx. USD 156.02) - Standard (1 Ondol Room) - Family (Two Room) (1 Bed Room/queen bed+1Ondol Room)	5 min on foot
4. Dragon Valley Hotel / Villa Condo / Tower Condo Olympic-ro 715, Daegwallyeong-myeon Pyeongchang-gun, Gangwon-do Republic of Korea 232-952 Tel : +82-2-3270-1231 / Fax : +82-2-3270-1234 Web site: www.yongpyong.co.kr	Deluxe(double/twin) KRW 110,000 (Approx. USD 104) - Standard Double(1 queen bed) - Standard Twin (2 twin beds)	10 min by Bus
5. Olympia Hotel & Resort 4887-5, Gyeonggang-ro, Daegwallyeong-myeon Pyeongchang-gun, Gangwon-do Republic of Korea 232-952 Tel : +82-2-2212-2737 / Fax : +82-2-2212-2738 Web site: www.olympiaresort.co.kr	Standard (double/twin) KRW 110,000 (Approx. USD 104) - Standard Double(1 king bed)) - Standard Twin (2 twin beds)	15 min by Bus

Notes ※ Prices include the applicable taxes.

※ Standard currency is the Korean Won, the rate as of January 2014 is 1.00 USD=1,057.50 KRW and is subject to change.

※ Breakfast is not included in the rates above (see Annex D for details).

※ The Ondol is a traditional Korean heated floor system and these hotel rooms are equipped with traditional Korean beds which are comprised of thick padded mats and blankets (similar to a futon).

For more information about hotel reservations, please contact the Housing Bureau of ICNP-3.

ICNP-3 Housing Bureau

Ms. Nohee Kim
Manager
Kim's Travel Service Co., Ltd
Tel: + 82-2-570-3563
Fax: + 82-2-571-9921
E-mail: convention05@kimstravel.com

For more information on the Republic of Korea, please visit the following web sites:
<http://www.korea.net/AboutUs/Ministry-of-Culture-Sports-and-Tourism> or
<http://english.visitkorea.or.kr/enu/index.kto>

10. GENERAL INFORMATION ON ACCESS TO PYEONGCHANG, REPUBLIC OF KOREA



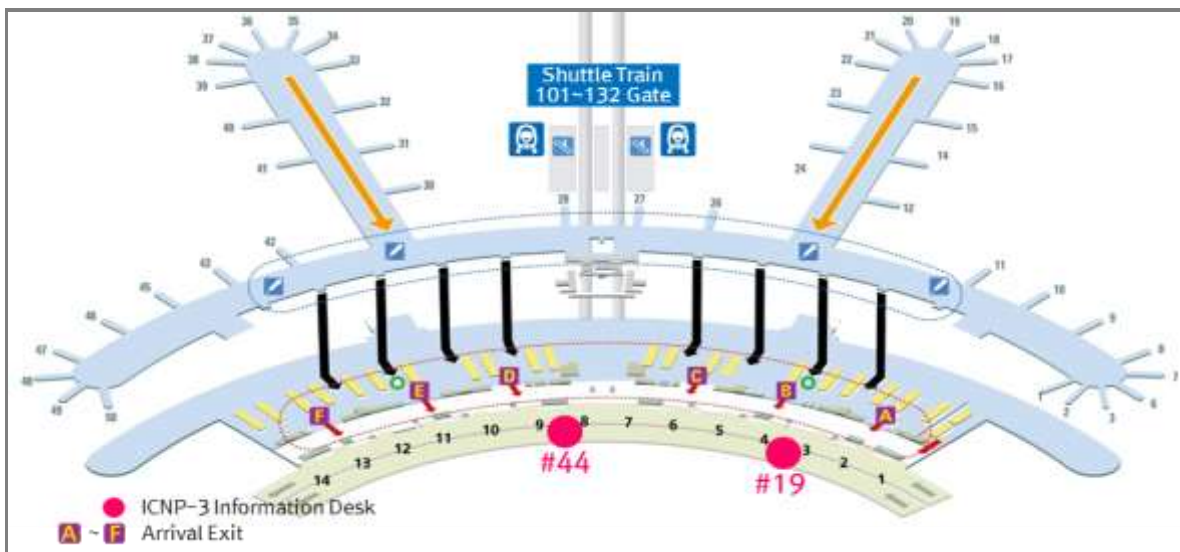
There are two airports in the region of Pyeongchang, the Seoul - Incheon International Airport (ICN/RKSI) about 250 kms and the Seoul - Gimpo International Airport (SEL/RKSS) about 230 kms from Pyeongchang.

10.1 WELCOME DESKS

The Government of the Republic of Korea will setup welcome desks at the two international airports for transfers of participants. The details are listed below.

Airport Welcome Desks (Incheon International Airport)

Welcome Desks (Desk No.19 & 44) to guide delegates for transfers will be located at the 1st floor (Arrival Floor) of Incheon International Airport after immigration and baggage collection. The Desks will have ICNP-3 and Government of the Republic of Korea signage. You must purchase you shuttle tickets to Pyeongchang at the Welcome desk (see transportation below).



Airport Welcome Desks (Gimpo International Airport)

Welcome Desks to guide delegates for transfers will be located **at the 1st floor (Arrival Floor)** of Gimpo Airport after immigration and baggage collection. The Desks will have ICNP-3 and the Government of the Republic Korea signage. You must purchase your shuttle tickets to Pyeongchang at the Welcome desk (see transportation below).



10.2 TRANSPORTATION

10.2.1 AIRPORT TRANSFER

The Government of the Republic of Korea will coordinate a dedicated shuttle service that will operate from Incheon and Gimpo Airports to the Alpensia Convention Center (see schedule in Annex B below). The shuttle schedule responds to peak arrival and departure times based on the flight information collected from delegates to ensure adequate availability.

Tickets for the shuttle bus to Pyeongchang will be available for purchase at the airport welcome desk. **The cost of the transfer is: from Incheon KRW 29,000 (US\$ 30); from Gimpo KRW 24,000 (US\$ 25); and payment must be made in cash only (in Korean Won).** Please use the currency exchange offices at the airport for your needs.

To ensure that transportation is reserved for you, please complete the table below and e-mail the details directly to transportation@cbdcop12.kr (Korean Secretariat of UN Biodiversity Conference 2014).

Delegate Name	Country	Arrival Details			Departure Details		
		Date	Time	Flight	Date	Time	Flight

Please note that the schedule will be communicated through a notification by the Secretariat in due course.

10.2.2 VENUE TRANSFER

The Government of the Republic of Korea will provide a free shuttle service from the Alpensia Convention Center to the two hotels: Dragon Valley Hotel / Villa Condo / Tower Condo and the Olympia Hotel & Resort, the official hotels listed in item 9 above (the others are within walking distance). Please note that the bus schedule will be posted in each hotel.

11. PROMOTIONAL MATERIAL

11.1 PUBLICATIONS

Consistent with the UN policy towards greener meetings, Parties and Organizations are requested to minimize the volume of promotional material by using alternative electronic version of publications and web links to their publications. We urge all Party and Organizations shipping material to make arrangements for their collection at the end of the meeting.

Parties and Organizations wishing to ship publications or promotion material should ensure with their respective courier company a door to door service and include customs clearance and any costs associated with the shipment. All shipments should not arrive earlier than 17 February 2014 as storage facilities are limited. All shipments of promotional material should be delivered to:

Alpensia Convention Center
Attention: CBD Meeting – ICNP-3
Solbong-ro 325, Daegwallyeong-myeon
Pyeongchang-gun, Gangwon-do
Republic of Korea 232-952
Tel: +82-33-339-0000

Boxes should be clearly labelled with SCBD/ICNP-3 and identified in a “1 of N format”. Please e-mail the shipping information to the Korea Secretariat of UN Biodiversity Conference 2014 (kimcm79@korea.kr), indicating the expected date of arrival in Korea, the airway bill number and the number of boxes sent.

11.2 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

12. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **31 January 2014**. Requests will be processed on a first come, first served basis. Requests received after the deadline will not be considered.

Processed side-event requests can be viewed on the Secretariat’s web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=icnp-03>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the deadline of **31 January 2014**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-events organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. Catering information is provided below. It should be noted that side-events **may be rescheduled** depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-events organizers to advise the caterer accordingly.

Organizers of side-events wishing to request catering services for events should send their requests directly to Chris Kim and Philip Yun with a copy to Ji Hye Hwang. Contact details are provided below.

- 1- Chris Kim
Senior Sales Manager
InterContinental Alpensia
E-mail: Ndck1234@gmail.com
Tel: +82 33 339 0000
Mob: + 82 10 6429 7780
- 2- Philip Yun
Food & Beverage Services Manager
InterContinental Alpensia
E-mail: Philip.yun@ihg.com
Tel: +82 33 339 0000
Mob: +82 10 2235 6005
- 3- Ji Hye Hwang
E-mail: Hye@Coex.co.kr

Consistent with UN policy towards greener meetings, side-events will be advertised on the Secretariat's web site and at the venue; Parties and Organizations are requested to refrain from distributing flyers/advertisement for their side-events.

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants only on Monday, 24 February 2014 from 9:00-18:00.

14. OFFICIAL LANGUAGE

The official language in the Republic of Korea is Korean, English is spoken in some hotels and restaurants.

15. WEATHER AND TIME ZONE INFORMATION



In February, temperatures the region of PyeongChang usually range between a maximum of +4°C in the daytime and a minimum of -4°C at night. Therefore, make sure to bring warm clothing for sub-zero temperatures. Current weather conditions in the area can be found at: <http://www.bing.com/weather/Pyeongchang>

The standard time zone is GMT /UTC +5 ½ hours.

16. ELECTRICITY

The electrical currents in the Republic of Korea are 220 volts, 60 Hertz as shown in the illustrations below.



17. CURRENCY



The currency in the Republic of Korea is the South Korean Won (KRW). As of January 2014, exchange rate is 1.00=USD 1,057.50 KRW / 1.00 EUR = 1,438.52 and is subject to change.

18. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER THE REPUBLIC OF KOREA AS VISITORS (AS LISTED ON THE WEB SITE OF THE OF THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF KOREA)

Following list is only applied to the ordinary passport holders, and durations of stay vary by country

A Albania Andora Antigua and Barbuda Argentina Australia Austria	G Germany Greece Grenada Guatemala Guyana	N Nauru Netherlands New Zealand Nicaragua Norway	T Thailand Tonga Trinidad and Tobago Tunisia Turkey Tuvalu
B Bahamas Bahrain Barbados Belgium Bosnia-Herzegovina Brazil Brunei Bulgaria	H Haiti Holy See (Vatican) Honduras Hungary	O Oman	U United Arab Emirates United Kingdom of Great Britain and Northern Ireland United States of America Uruguay
C Canada Chile Colombia Costa Rica Croatia Cyprus Czech Republic	I Iceland Indonesia Ireland Israel Italy	P Palau Panama Paraguay Peru Poland Portugal	V Venezuela
D Denmark Dominica Dominican Republic	J Jamaica Japan	Q Qatar	Y Yemen
E Ecuador Egypt El Salvador Estonia	K Kiribati Kuwait	R Romania Russian Federation	
F Fiji Finland France	L Latvia Lebanon Lesotho Liberia Liechtenstein Lithuania Luxemburg	S Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Samoa San Marino Saudi Arabia Serbia Seychelles Singapore Slovakia Slovenia Solomon Islands South Africa Spain Suriname Swaziland Sweden Switzerland	
	M Malaysia Malta Marshall Islands Mauritius Mexico Micronesia, Federated States of Monaco Montenegro Morocco		

**Annex B – Shuttle Transportation to Alpensia Convention Center
(For arrivals from 21 to 24 February and departures on 28 February and 1 March)**

1. Arrival: Airport shuttle bus [Incheon Airport → Gimpo Airport → Alpensia]

- Price

Incheon Airport	Gimpo Airport
KRW 29,000(USD 30)	KRW 23,000(USD25)

- Shuttle Bus Station

Incheon Airport	Gimpo Airport	Alpensia
Gate 14C	2F, Gate 7	In front of Welcome Center

○ Friday, February 21, 2014

No	Incheon Airport	Gimpo Airport	Alpensia/ Olympia Hotel & Resort/ Dragon Valley Hotel
1	08:00	08:30	11:30
2	12:00	12:30	15:30
3	16:00	16:30	19:30
4	20:00	20:30	23:30

○ Saturday, February 22, 2014

No	Incheon Airport	Gimpo Airport	Alpensia/ Olympia Hotel & Resort/ Dragon Valley Hotel
1	07:00	07:30	10:30
2	09:00	09:30	12:30
3	10:00	10:30	13:30
4	12:00	12:30	15:30
5	13:00	13:30	16:30
6	14:00	14:30	17:30
7	15:00	15:30	18:30
8	16:00	16:30	19:30
9	18:00	18:30	21:30
10	20:00	20:30	23:30
11	22:00	22:30	01:30
12	23:00	23:30	02:30

○ Sunday, February 23, 2014

No	Incheon Airport	Gimpo Airport	Alpensia/ Olympia Hotel & Resort/ Dragon Valley Hotel
1	07:00	07:30	10:30
2	09:00	09:30	12:30
3	10:00	10:30	13:30
4	12:00	12:30	15:30
5	14:00	14:30	17:30
6	16:00	16:30	19:30
7	18:00	18:30	21:30
8	20:00	20:30	23:30
9	22:00	22:30	01:30

○ **Monday, February 24, 2014**

No	Incheon Airport	Gimpo Airport	Alpensia/ Olympia Hotel & Resort/ Dragon Valley Hotel
1	08:00	08:30	11:30
2	12:00	12:30	15:30
3	16:00	16:30	19:30
4	20:00	20:30	23:30

※ Shuttle bus heading for Alpensia Resort will take the participants to Olympia Hotel & Resort, Dragon Valley Hotel on the way to the main venue.

※ Tickets for Shuttle bus heading for Alpensia should be purchased at the Welcome Desk of Incheon Airport and Gimpo Airport (Cash only).

2. Return: Airport shuttle bus [Alpensia → Gimpo Airport → Incheon Airport]

- Price

Incheon Airport	Gimpo Airport
KRW 29,000 (USD 30)	KRW 23,000 (USD 25)

- Shuttle Bus Station

Incheon Airport	Gimpo Airport	Alpensia
Gate 14C	2F, Gate 7	In front of Welcome Center

○ **Friday, February 28, 2014**

No	Alpensia	Gimpo Airport	Incheon Airport
1	13:00	16:00	16:30
2	17:00	20:00	20:30
3	19:00	22:00	22:30

○ **Saturday, March 1, 2014**

No	Alpensia	Gimpo Airport	Incheon Airport
1	03:00	06:00	06:30
2	05:00	08:00	08:30
3	07:00	10:00	10:30
4	09:00	12:00	12:30
5	11:00	14:00	14:30
6	13:00	16:00	16:30
7	15:00	18:00	18:30
8	17:00	20:00	20:30
9	19:00	22:00	22:30
10	21:00	24:00	24:30

Notes:

- ※ Sunday's departure bus schedule will be arranged by request.
- ※ A transportation card for departures will be distributed in Plenary on 25 February 2014, participants are requested to fill it out their transportation requirements for the return trip to the airport. The Secretariat will arrange the airport bus schedule depending on responses received from delegates.
- ※ Tickets for the Shuttle buses for departures to the Airport should be purchased at the Information desk located at the Welcome Center and the Information Desk (1F) (Cash only).
- ※ Shuttle buses to the Airports depart in front of the Welcome Center of the Alpensia Resort.
For participants staying at the Olympia Hotel & Resort and the Dragon Valley Hotel, we kindly request that you present yourself on time at the Welcome Center for departures.

**Annex C – Public Transportation outside of shuttle service dates
(only to be used if you are not arriving or departing on the dates listed in Annex B)**

○ Incheon Airport → Gimpo Airport → Alpensia

- Price (Only KRW)

Incheon Airport	Gimpo Airport
KRW 29,000	KRW 23,000

- Ticket Booth

Incheon Airport		Gimpo Airport
Inside	Exit 4, 9	-
Outside	Exit 4, 6, 7, 8, 11, 13	

※ There is no ticket booth at Gimpo Airport. You pay the fare when you get on the bus.

- Bus Station

Incheon Airport	Gimpo Airport	Alpensia
Gate 9C	2F, Gate 3	In front of Welcome Center

- Timetable

No	Incheon Airport	Gimpo Airport	Alpensia
1	07:30	08:00	10:35
2	09:30	10:00	12:35
3	11:00	11:30	14:15
4	15:00	15:30	18:15
5	16:30	17:00	19:35
6	19:30	20:00	22:35

○ Alpensia → Gimpo Airport → Incheon Airport

- Price (Only KRW)

Incheon Airport	Gimpo Airport
KRW 29,000	KRW 23,000

- Ticket Booth

Alpensia	
Information Desk in Alpensia Welcome Center	

※ Tickets for the Shuttle buses for departures to the Airport should be purchased at the Information desk located at the Welcome Center and the Information Desk (1F) (Cash only/Reservations required before leaving in a day).

- Bus Station

Incheon Airport	Gimpo Airport	Alpensia
Gate 9C	2F, Gate 3	In front of Welcome Center

- Timetable

No	Alpensia	Gimpo Airport	Incheon Airport
1	08:30	11:10	11:40
2	09:30	12:10	12:40
3	12:30	15:10	15:40
4	14:30	17:10	17:40
5	16:00	19:10	19:40



Convention on
Biological Diversity

Deadline: 13 February 2014

HOTEL RESERVATION FORM

THIRD MEETING OF THE OPEN-ENDED AD HOC INTERGOVERNMENTAL
COMMITTEE FOR THE NAGOYA PROTOCOL ON ABS (ICNP-3)
PyeongChang, Republic of Korea, 24-28, February 2014

Please complete form and return directly by e-mail to the Housing Bureau
(convention05@kimstravel.com)

1. Personal Information

Please ensure that all the information below is completed

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other ()		
Name	First Name		Last Name
Country		Nationality	
Organization (Institution)			
Address			
Telephone No.		Fax No.	
E-mail			

2. Hotel Reservation

Please check the appropriate box and fill in the blanks below(details provided in notes below).

No	Hotel Name	Room Type (#) of guests per room	Room Rate (KRW)/Night	Breakfast(KRW)
1	Intercontinental Resort ★★★★★ (10 min on foot)	Standard Double(1)	<input type="checkbox"/> KRW 196,900 (Approx. USD 186.19)	<input type="checkbox"/> KRW 30,000 (Approx. USD 28.50)
		Standard Twin(2)	<input type="checkbox"/> KRW 196,900 (Approx. USD 186.19)	<input type="checkbox"/> KRW 30,000 (Approx. USD 28.50)
2	Holiday-Inn Resort ★★★★★ (5 min on foot)	Superior Double(1)	<input type="checkbox"/> KRW 181,500 (Approx. USD 171.63)	<input type="checkbox"/> KRW 25,000 (Approx. USD 23.75)
		Superior Twin(2)	<input type="checkbox"/> KRW 181,500 (Approx. USD 171.63)	<input type="checkbox"/> KRW 25,000 (Approx. USD 23.75)
3	Holiday-Inn Suite (Condominium) (5 min on foot)	Standard (OndolRoom)(2)	<input type="checkbox"/> KRW 165,000 (Approx. USD 156.02)	<input type="checkbox"/> * KRW 25,000 (Approx. USD 23.75)
		Family (Two Rooms)(4)	<input type="checkbox"/> KRW 226,000 (Approx. USD 214.72)	<input type="checkbox"/> * KRW 25,000 (Approx. USD 23.75)
4	Dragon Valley Hotel / Villa Condo / Tower Condo (10 min by Bus)	Standard Double(1)	<input type="checkbox"/> KRW 110,000 (Approx. USD 104)	<input type="checkbox"/> KRW 25,000 (Approx. USD 23.75)
		Standard Twin(2)	<input type="checkbox"/> KRW 110,000 (Approx. USD 104)	<input type="checkbox"/> KRW 25,000 (Approx. USD 23.75)
5	Olympia Hotel & Resort (15 min. by bus)	Standard Double(1)	<input type="checkbox"/> KRW 110,000 (Approx. USD 104)	<input type="checkbox"/> KRW 14,000 (Approx. USD 13.30)
		Standard Twin(2)	<input type="checkbox"/> KRW 110,000 (Approx. USD 104)	<input type="checkbox"/> KRW 14,000 (Approx. USD 13.30)

Notes:

- * Standard currency is the Korean Won, the rate as of January 2014 is 1.00 USD=1,057.50 KRW and is subject to change.
- * 10% VAT included.
- * A Confirmation letter will be sent to you within 3days after receiving your credit card information. Without confirmation letter, reservation is not completed.
- * Family Two Rooms are one bed room and one ondol room.

- ※ Any other personal expenses, such as breakfast, laundry, phone calls, Mini-bar and etc. will be charged when check-out of a hotel.
- ※ **The Ondol is a traditional Korean heated floor system and these hotel rooms are equipped with traditional Korean beds which are comprised of thick padded mats and blankets (similar to a futon).**
- ※ Participants staying Alpensia Holiday-Inn Suite may purchase the Holiday-Inn Resort breakfast buffet (across the street).

3. Check-in/out Information

Check-in Date		Check-out Date	
Number of Nights	Night(s)	Number of Rooms	Room(s)
Accompanying Person's Name			
Special Request (e.g. non-smoking room)			

4. Payment method

Please indicate your preferred method of payment and payment details

Payment Method	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Bank Transfer
[Option 1] Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> AMEX	
	Credit Card Number:	
	Expiration Date (mm/yy):	CVC Number:*
	Card Holder's Name:	Card Holder's Signature:
	* Card Validation Code (CVC): AMEX: 4-digit numbers / VISA or Master: 3-digit numbers ※ I hereby authorize Kim's Travel Service Co., Ltd to debit my credit card.	
[Option 2] Bank Transfer (In USD or EUR)	Bank/Branch : KB Bank / Maebong Branch Account No. : 519768-11-001378 Beneficiary : Kim's Travel Service Co., Ltd SWIFT Code : CZNBKRSE Bank Address : Dogok-dong, Gangnam-gu, Seoul, Korea Details of Payment : Participant's Name, ICNP-3 Sender's Name : (In case the sender's name is different from the participant)	
	※ All bank transfer fees should be paid by the participant.	

[Notice]

- ***Hotel Reservation Dead-Line: 13 February, 2014**, after the date room availability shall not be guaranteed.
- *Hotel reservation is arranged by the Housing Bureau, **Kim's Travel Service Co., Ltd** and please do not contact hotels directly for any changes and cancellation. *Hotel assignment will be made on a first-come, first-served basis.
- *A **two-night deposit** is required for credit cards to secure your room reservation and the full amount upon check-in.
- *A Confirmation letter will be sent to you within 3days after receiving your credit card information.
- ***Any other personal expenses, such as breakfast, laundry, phone calls, Mini-bar and etc. will be charged when check out to the hotel.**
- *Any changes & cancellation should be requested in writing via e-mail or by fax to the Housing Bureau (cancellation charges will apply).
 - Cancellation: 2 nights of room rate will be charged.
 - No-show, Early Departure: No refund, total room rate will be charged.
- *All dates are based on Korean standard time (GMT/UTC +5 ½ hours).
- ***If you have any problem to provide your payment information, please contact to the Housing Bureau of ICNP-3.**

Ms. Nohee Kim, Housing & Tour Bureau of ICNP-3 (Kim's Travel Service Co., Ltd) 2F, Ana Building, 412-5, Dogog-dong, Gangnam-gu, Seoul, Korea Tel: +82-2-570-3563 Fax: +82-2-571-9921 E-mail: convention05@kimstravel.com
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